

DEPARTMENT OF ADMINISTRATIVE SERVICES

Milwaukee County



August 26, 2014

To All Interested Consultants

Project: ***Zoo Aviary Building Roof and Skylight Replacement***

Project No.: ***Z057-13430***

Subject: ***REQUEST FOR PROPOSAL (R.F.P.)***

Milwaukee County Department of Administrative Services is requesting proposals for professional consulting services to *formulate solutions for replacement of roof covering and skylights of the Aviary building at Milwaukee County Zoological Gardens*. Milwaukee County seeks to implement financially feasible, technologically sound strategies to conserve energy and surpass current norms for water conservation, waste management/recycling and the quality of indoor environment. The County will require that such strategies be explored in the design of this project.

I. BACKGROUND

- *Location: Milwaukee County Zoological Gardens Aviary Building*
- *History: The building was construction in c.1960. It consists of an east wing, a larger center structure and a west wing. The center structure is a high bay space measuring about 100'x100', it is divided into two spaces, the East Flight and the West Flight by a load bearing wall. The roof consists of 6 gable shape skylights each spanning in the north-south direction, and extending in the east-west direction to the entire length of the center structure. Between the skylights are troughs with drains for collecting and discharging roof water. Exhibits in the building were renovated in 1990. The current layout of the exhibits does not support access to high bay elements such as the undersides of skylights, beams, ceilings etc. As a result, maintenance of these elements was rarely conducted, and many fell into disrepair.*
- *Ownership/Departmental jurisdiction: The building is a property of the Zoological Gardens, which is also the project owner.*
- *Adopted budget item reference: Funding for the project was included in the Milwaukee County Adapted 2014 Capital Improvement Budget.*

II. GENERAL PROJECT DESCRIPTION

- *Adopted budget narrative: An appropriation of capital fund is budgeted to replace the Zoo Aviary building high bay roof and skylights. The roof is over 45 years old and is original to the facility. The roof leaks and water pours down the sides of the walls and beams. Failure to mitigate the leaks could potentially result in structural damage to the facility. The replacement of the roof will allow the Zoo to take advantage of energy reducing technology such as solar panels and other energy savings methods and devices.*

MILWAUKEE COUNTY-CITY CAMPUS • 2711 WEST WELLS STREET • MILWAUKEE, WI 53208

PHONE NUMBER: Architecture & Engineering 278-4861

FAX NUMBER: Architecture & Engineering 223-1366

- *Study areas/issues: The scope of the project is to find replacement of both the skylights and the roof covering so as to restore the structural integrity of the building and to provide access to the high bay elements for future maintenance of those elements. Milwaukee County has developed a preliminary solution that includes twelve new skylights in a shed configuration and a new north-south roof walkway above the center wall. To address high bay access Milwaukee County also proposes the consideration of lifts in the East Flight scaffoldings in the West Flight, and some modification to the exhibits and non-load-bearing building elements. **The primary work of consultant is to refine the preliminary design to a constructible solution and to prepare construction documents of the solution.***
- *Project administration: The project is jointly administered by Milwaukee County DAS-A/E, and, the Zoological Gardens.*

III. SCOPE OF CONSULTANT SERVICES

The successful consultant shall provide all services as specified per the standard terms and conditions of the Milwaukee County Department of Administrative Services Consultant Agreement for Professional Services Type A. (Sample of the contract is attached to this RFP).

1. GENERAL REQUIREMENTS

- *Structural Analyses: The scope of consulting service consists of all activities required to fully analyze the existing roof structure to ascertain its capacity to support the following elements:*
 1. *The new skylights in shed configuration.*
 2. *The center walkway above the center wall.*
 3. *Potential future solar power (PV) arrays.*
- *Design and Engineering: The scope of consulting service consists of all activities required to fully design and engineer the following elements:*
 1. *New skylights in a refined configuration.*
 2. *Shed walls on the south side of skylights, including vents and consideration for glass walls and shades.*
 3. *Elements for supporting potential future solar power (PV) arrays if proofed feasible.*
 4. *The center walkway above the center wall in a refined configuration.*
 5. *Identify lifts that may navigate through the building entrance to the East Flight space, and may reach all East Flight high bay areas when placed in strategic locations. Information on potential lift candidate(s) will be provided to the eventual consultant at the start of design.*
 6. *Identify strategic locations in East Flight exhibit for the placement of a lift that may reach all high bay areas. Layout the pathway for the lift to navigate within the East Flight space and determine the removal of elements needed in East Flight exhibit to create the strategic locations and the pathway. (Design of replacement landscape elements is excluded).*
 7. *Layout the pathway for the lift to navigate through the building east entrance to the East Flight space and determine the modification needed of East Wing non-load-bearing building elements to allow transit of the lift into and out of the exhibit area and the building.*

8. *Concept and specifications for a scaffolding to access high bay areas in West Flight exhibits; the scaffolding shall be of a configuration that allows uses in all West Flight exhibits, be adaptable to the various irregular configurations of the exhibits, can be braced by attaching to existing permanent building elements, be easily assembled and disassembled, easily moved in and out of the exhibits.*
9. *Layout footprints in all West Flight exhibits for the placement of the scaffolding described in no. 8 above; design and locate permanent support pedestals in all exhibits for the scaffolding.*
10. *New Roof covering*
11. *Improvement of roof drainage*
12. *Improvement of ventilation*
13. *Improvement of energy performance*
14. *New safety railing along the perimeter of the roof*

2. BASIC SERVICES

- *Conceptual, Schematic, Design Development, Contract Documents, Bidding Phase Services, Construction Phase Services, Additional Services:*
 1. *Investigations and documentation of the existing structural conditions of the roof structural members and their capacity to support the new members listed in no. 1 above. .*
 2. *Preliminary Design: Propose refined designs of all elements listed in no. 1 above. A written narrative explaining reasons for all proposed solutions is required. CAD drawings of building floor plans are available from Owner.*
 3. *Design Development: Fully engineer the new skylight snow load capacity, the new shed walls and other elements to be attached to the roof structure. Fully design all other building elements listed in no. 1 above. Fully devise a constructible scaffolding concept required by no. 1 above. Update cost estimates (a cost estimates of a potential product for the new skylights will be provided to the eventual consultant at the start of design). A written narrative of all developments beyond the preliminary design stage is required.*
 4. *Construction Document: Fully document the designs of all elements listed in no. 1 above to a bid and construction documents level. Submit reproducible final documents. A written narrative of all developments not previously reported is required. Update cost estimates.*
 5. *Bid evaluation.*
 6. *Construction Phase Services.*
- *Design shall incorporate into the project, to the best extent possible, Leadership in Environmental and Energy Design (LEED) standards as specified by the U.S. Green Building Council. Project specifications shall describe the sustainable design elements that are to be incorporated in the various sections of the project. Documentation requirements shall also be written into the contract documents where applicable.*
- *Deliverables*
 1. *Standard deliverables described in the contract agreement documents. And, writer narratives described in the design services sections above.*

2. Sustainability Accomplishments Reporting

The Consultant shall provide a written summary of any project features included in the design or in the construction process that adhere to LEED design criteria, improve energy-efficiency, reduce waste, or reduce negative impacts on the surrounding environment. Two reports shall be provided during the course of the project. The first report shall be provided at the completion of the design phase. This report shall be a narrative format. Items to be addressed shall include (but not limited to):

- Description of equipment, systems or materials to be used that will reduce energy consumption
- A description of any alternatives that were considered and compared using a life-cycle cost analysis
- Description of equipment, systems or materials to be used that will reduce potable water consumption
- Description of equipment, systems or materials to be used that will reduce negative impacts on storm water discharges
- Description of equipment, systems or materials to be used that will reduce negative impacts on indoor air quality, e.g., low-VOC paints, coatings and adhesives
- Is there a goal for minimum % of materials containing recycled content?
- Plans for recycling construction waste and the goal for minimum % of waste to be recycled

The second report shall be provided before the project is considered substantially complete. This report shall provide more quantitative information, including but not limited to the following:

- Estimated energy savings (on an annual basis, in units of energy) resulting from the use of energy-efficient equipment or systems selected for this project, as compared to pre-construction conditions
 - Estimated water savings (on an annual basis, in units of gallons or cu ft) resulting from the use of more efficient equipment or systems selected for this project, as compared to pre-construction conditions
 - Major materials that have significant amount of recycled content (provide approx quantities)
 - Quantity of construction waste recycled (in tons and in terms of % of the total construction waste generated)
- o *Cost Controls: Cost estimates as indicated above, and recommendations for budget adjustments if any.*
 - o *Meetings and presentation requirements:*
 1. *One (1) Project orientation meeting.*
 2. *One (1) Investigation reports meeting. Written reports shall be submitted to Owner prior to the meeting.*
 3. *One (1) review meeting at the conclusion of preliminary design phase. Design documents and written reports (narratives) shall be submitted to Owner prior to the meeting. During the meeting consultant shall verbally narrate each elements on drawings being reviewed.*
 4. *One (1) review meeting at the conclusion of design development phase. Design documents and written reports (narratives) shall be submitted to Owner prior to the meeting. During the meeting consultant shall verbally narrate each elements on drawings being reviewed.*
 5. *Construction phase meetings as stipulated in the Standard Consultant Agreement.*

6. *Informal meetings as required for gathering existing equipment data necessary for providing services described in this RFP.*

3. QUALITY CONTROL

1. Milwaukee County reserves the right to request partial or full reimbursement from consultants for change orders resulting from errors and omissions in the services they are contracted to provide.

4. PROJECT TIMETABLE

1. **August 26, 2014:** Issue Request for Proposal. CD of attachments is available upon request.
2. **April 28, 2014:** Proposal meeting and site visit: 8:30 am. Please report to Zoo Administration offices front desk.
3. **September 4, 2014:** RFP Due: 2 pm
4. **September 8, 2014:** Selection Committee selects consultant.
5. **September 10, 2014:** Consultant award (will occur no sooner than this date).
6. **September 12, 2014:** Offer, negotiate and execute a contract with selected consultant.
7. **November 07, 2014:** 100% completion and reproducible bid document delivery.
8. **December 18, 2014:** Anticipated Construction Start (tenting to protect building interior is considered a potential necessity)
9. **April 1, 2015:** Anticipated Construction Completion

5. PRE-PROPOSAL MEETING

See Project Timetable item 2 above.

IV. PROPOSAL CONTENT

The proposal shall conform to Milwaukee County's Proposal Preparation, Submission and Evaluation Guidelines (see Attachment 4). The proposal shall include the Consultant Proposal Form (see Attachment 5) and the following information:

- A. **Cover:** Include project number and name, project location, consultant's name, address, telephone number, FAX number, e-mail address, proposal date, etc.
- B. **Table of Contents:** Include an identification of the material by section and page number.
- C. **Letter or Transmittal:** The name and description of the organization submitting the proposal briefly stating the proposer's understanding of the service to be provided.
- D. **Organization's Experience:** Include a list of similar projects that the organization has participated on in the past five (5) years. Attach a separate sheet for each project, up to five (5) maximum, giving a brief description of each project and the organizations participation. Provide a description of your firm's experience with sustainable design, green buildings, or related work as pertaining to HVAC systems or equipment, including but not limited to:
 - Recycled content and sustainable building product selection
 - Waste reduction strategies
 - Use of USGBC LEED rating system to guide project design
- E. **Project Organization and Staff Experience:** Include an organizational structure of the

project team, including the relationship of the sub-consultants to be used for this project. The name of the Principal In Charge of this project along with their Professional Registration Number in the State of Wisconsin must be clearly indicated in this section of the proposal, along with the name, occupation and title of the Project Manager who will be in charge of this project. Provide a resume' for each individual involved in the project, and include their name, title and/or duties for the project, professional registration, relevant certifications, a brief description of related experience including time contribution in this capacity to past projects, and qualifications. Provide a description of your staff's experience with sustainable design or related work. Include names of project team that are LEED-AP (accredited professionals).

- F. **Sub-Consultants:** Indicate the names and addresses of any sub-consultants and/or associates proposed to be used in this project. State the capacity they would be used in and the approximate percentage of the total services they would provide. Also state their past experience in the field.
- G. **Project Approach:** Provide a description of architectural and engineering problems you anticipate in this project and how you propose to overcome them. Discuss how you plan to staff the project to efficiently complete the work effort.
- H. **Scheduling:** Will be based on contractor schedule. Base proposal on schedule provided in this RFP.
- I. **Constant Effort:** Include a spreadsheet/matrix listing the names, classifications, hourly rates and hours to be spent by each required task to complete the project as described in this RFP.
- J. **DBE Goals:** 17%
- K. **Quality Control:** Submit a contract document quality control plan. Quality control is to be performed by individuals not assigned to the project on an ongoing basis. Fee Proposal: The fee for this project shall be clearly stated as a lump sum not-to-exceed fee for these services. A dollar amount for reimbursable items as described in the proposal should also be clearly stated
- L. **Sustainability** As part of your proposal, provide examples of which elements of LEED you would consider applicable and appropriate for this project. Limit this to items related to construction and exclude operational plans. Evaluate sustainable design alternatives, where applicable, to determine the feasibility of incorporating the alternatives into the project. The evaluation shall include a comparison of construction costs, annual operating costs, and other non-fiscal benefits of each option considered. In your cost proposal, break out any additional analyses required to evaluate and design these elements. Describe how these analyses will affect the project schedule.

V. PROPOSAL EVALUATION

See section XV of the attached Milwaukee County Proposal Preparation, Submission and Evaluation Guidelines for the evaluation criteria. Proposers must recognize this is not a bid procedure, and a Professional Services agreement will not be awarded solely on the basis of the low fee proposal. Milwaukee County reserves the right to accept or reject any and all proposals, issue addenda, request clarification, waive technicalities, alter the nature and/or scope of the proposed project, request additional submittals, and/or discontinue this process.

VI. GENERAL REQUIREMENTS

1. The successful consultant and/or any contractor affiliated with the prime consultant shall be prohibited from submitting bids in the construction bidding process for this project.
2. Selected Consultant shall follow Milwaukee County Code of Ethics as follows: No person(s) with a personal financial interest in the approval or denial of a Contract being considered by a County department or with an agency funded and regulated by a County department, may make a

campaign contribution to any County official who has approval authority over that Contract during its consideration. Contract consideration shall begin when a Contract is submitted directly to a County department or to an agency until the Contract has reached final disposition, including adoption, County Executive action, proceeding on veto (if necessary) or departmental approval.

3. The successful consultant must be an Equal Opportunity Employer.
4. The proposal shall conform to all state requirements. All proposals should use this RFP and its attachments as the sole basis for the proposal. The issuance of a written addendum is the only official method through which interpretation, clarification or additional information will be given.
5. All costs for preparing a proposal, attending the selection interview if required, or supplying additional information requested by Milwaukee County, is the sole responsibility of the submitting party. Material submitted will not be returned.
6. The proposal must be submitted in a single bound 8-1/2" x 11" document.
7. With the signing and submission of a statement or proposal, the submitting consultant certifies that the standard terms and conditions of the Agreement for Professional Services (that will be used to contract with the selected consultant) has been read and understood and that the submitting consultant is ready, willing and able to sign the agreement when requested without making any substantive changes.

Please return **Three (3)** copies of your proposal no later than **2 P.M. on Thursday, September 4, 2014**, to **Philip T. Hung**, Project Manager, City Campus, 2711 W. Wells Street, 2nd Floor Milwaukee, Wisconsin, 53208 (Telephone (414) 2784847, FAX (414) 223-1366, email: philip.hung@milwaukeecountywi.gov.

Please direct all questions to my attention by mail, FAX or email.

Sincerely,



Philip T. Hung, Architect,
Project Manager

Attachments:

- 1) Project Location Map (1 page)
- 2) Sample Type A Standard Agreement (44 pages)
- 3) Proposal Preparation, Submission and Evaluation (5 pages)
- 4) Consultant Proposal Form and Subconsultant Information Sheet (3 pages)
- 5) Disadvantaged Business Enterprise (DBE) Instructions and Forms (5 pages)
- 6) Illustration of design concept developed by Owner (12 Pages)
- 7) 1962 construction and 1990 renovation plans (9 pages)
- 8) CAD file of Aviary building plan and section

cc: G. High, DAS-FM
G. Drent, DAS-FM

Owner Dept. Representative
Project Manager, DAS-FM

Brian Engel, CDBP